

NOTICE OF INTENTION (COMMON INTEREST)

RE 624 Part II (Rev. 6/05)

INTRODUCTION

The Part II Index/Quantitative Deficiency Notice is designed to allow DRE staff to quickly determine whether your application is “substantially complete,” without having to review the entire Part III Questionnaire. Please read the Instructions in Part I thoroughly. By properly completing Part II you will enable the Department to send out a Quantitative Deficiency Notice within 10 days.

The Part II Index/Quantitative Deficiency Notice is a list of the documents required for a “substantially complete application” (SCA) only. ***It is not a list of all the documents needed for issuance of the final public report.*** The additional documents needed for issuance of the final report will be listed in deficiency notices prepared by a Deputy after your application is substantially complete.

USE OF MASTER FILE DOCUMENTS

If you are submitting the first phase or map of a phased or multiple-map project, you may elect to designate this application as a “Master File” for the subsequent applications (see item 1K, page 2 of Part III). By this means you may use documentation contained in the Master File to serve in subsequent applications without having to re-submit the same item.

When submitting subsequent phases (or maps) indicate which documents are to be referenced in the Master File by entering “M. File” in column #5 of the Part II Index/Quantitative Deficiency Notice and in the item in Part III Notice of Intention (Common Interest).

Subsequent phase filings must be submitted on RE 624 pursuant to the guidelines which follow.

- If RE 624 is used for a subsequent phase filing, all answers which differ from those on the Master File RE 624 must be highlighted and underscored in red on the RE 624 submitted for the subsequent phase filing.
- RE 624 must be used for the first phase filing of every phased project. ***It must also be used for the first phase of each new map in a multiple-map phased project.***

INSTRUCTIONS

Step 1. Complete Part III. Answer *all* questions.

Step 2. Complete Part II. For each item number shown in column #1 of Part II, consult Part III and transfer your answer to column #2. Enter YES, NO, or NA.

Note: If you leave any blanks, your application is incomplete and therefore does not meet “minimum filing package” (MFP) requirements.

Step 3. Compare your transferred answer in column #2 to the “Qualifying Answer” in column #3. If the answers in column #2 and column #3 are the same, you must submit the corresponding document named in column #4 in order to compile a substantially complete application. Part III of the Notice of Intention provides further information on the specific document required.

Step 4. Compile and tab documents with the number shown in column #1. If more than one document needs to be submitted in response to a single question, tab each document with the same number. If a single document serves more than one document requirement, affix tabs with each of the pertinent item numbers to that document.

Step 5. In column #5, indicate with a check mark which items you are submitting with your initial filing.

After review of your file, DRE staff will check column #6 to indicate which additional documents, if any, are required to qualify for SCA. A copy of Part II will be sent to you as a Quantitative Deficiency Notice. ***Submit all deficiency-response documents together in one package under the original Quantitative Deficiency Notice.***

EXAMPLE (From Part III)

7. * LEASES AFFECTING TITLE

Are there now any leases which affect title or are there
any leases proposed?

☐ NO

☒ YES

☐ NA

If YES, submit a copy of all leases affecting title.

EXAMPLE (From Part II)

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
Part III Item Number	Your answer from Part III	Qualifying Answer	Document Required (If columns #2 & #3 Match)	Document Submitted	Required for SCA
7	YES	YES	* Leases Affecting Title	✓	

- ✓ Answers in columns #2 and #3 match; document in column #4 must be submitted.
- ✓ Enter a check mark in column #5, if document is being submitted with application.
- ✓ Every applicable item that is asterisked (*) must be submitted upon initial filing in order to meet “minimum filing package” (MFP) requirements. If MFP requirements are not met, the application will be returned.

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INDEX/QUANTITATIVE DEFICIENCY NOTICE (SCA)

- Note:*
- Additional items not listed below may be required for issuance of a final public report.
 - * Indicates "minimum filing package" documents.
 - ♦ Indicates exhibit may serve as *Master File Item*.
 - Do not write in column #6 – it is for DRE use only.

TRACT NAME/NUMBER				FILE NUMBER (TO BE ENTERED BY DRE)	
Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
Does not apply	Always	Submit	* RE 624		
Does not apply	Always	Submit	Copy of pages III - 1 & 2		
1H	Always	Submit as Applicable	* Filing fee		
			* Lot fee		
			* Address labels for SRP & subdivider		
♦ 2A		NO	* Out-of-state subdivider		
♦ 2B		YES	* Certificate of status		
4A		YES	Conditional public report statement		
4C		YES	* RE 612A		
			* RE 612		
			Typed preliminary report (short pink)		
♦ 5A(1-7)		YES	Details of advertising and promotion		
5A(8)		YES	RE 624E		
6A	Always	Submit	* Preliminary report		
6B		NO	* Evidence of future vesting		
6D		NO	Protection arrangements		
♦ 7		YES	* Leases affecting title		
♦ 8		YES	Coastal zone permit or exemption		
♦ 10B		NO	Fire protection service letter		
♦ 10C		YES	Fire will serve – state responsibility area		

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
11B		YES	Financial arrangements for sewer system or verification of installation [11B(2)(3)]		
◆ 11D		YES	Health authority letter re: individual septic/sewer systems		
◆ 14B(2)(a)		YES	Permit to issue shares on RE 699B		NA
◆ 14B(2)(a)		NO	RE 699B		NA
◆ 14B(3)(a)		NO	P.U.C. letter		NA
◆ 14C(1)(a)		NO	Water supplier letter/evidence of financial arrangements		
◆ 14C(1)(b)		NO	Water supplier letter		
◆ 14D		YES	Water supplier letter		
◆ 14E(1)		YES	Well driller's estimate		
			Health authority letter re: individual wells		
◆ 14E(2)		YES	Geologist's report		
◆ 14E(3)		YES	Special conditions statement		
◆ 15B(1)		YES	Evidence of financial arrangements for gas		
◆ 15B(2)		YES	Evidence of financial arrangements for electricity		
◆ 15B(3)		YES	Evidence of financial arrangements for telephone		
◆ 15C(1)		YES	Gas company estimates		
◆ 15C(2)		YES	Electricity company estimates		
◆ 15C(3)		YES	Telephone company estimates		
◆ 15D	Always	Submit	Schools		
◆ 16B(1)		YES	Evidence of financial arrangements		
◆ 16B(2)		NO	Evidence of financial arrangements		
◆ 17A		NO	Flood agency report		

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
◆ 17B		YES	Reclamation board coverage		
◆ 18B(4)		YES	RE 624C		
◆ 18C,D		YES	RE 624C		
◆ 19D		YES	Street construction & maintenance letter		
◆ 19E(1)		NO	Evidence of financial arrangements		
20B(2)(a)		YES	* Security instrument		
20B(2)(b)(2)		NO	* Explanation of other arrangement		
◆ 21		YES	* Sample real property sales contract		
23	Always	Submit	* Sample deposit receipt/agreement to purchase		
◆ 24A		YES	Sample trust deed & sample note		
◆ 24B		YES	Financing details and documents		
25		NO	* Sample grant deed		
◆ 26B		YES	* All leases		
◆ 27A	Always	Submit	* Tentative map (including approval), map, waiver, or other evidence		
27B		YES	Map documents		
27D		YES	Sample agreement/construction contract		
28		YES	* Condominium plan with definition page		
◆ 29	Always	Submit	* Plot plan		
◆ 30	Always	Submit	Vicinity map		
31A	Always	Submit	Completed RE 624A(s)		
31B		YES	Facilities use statement		
32A		YES	Evidence of financial arrangements		
32B(1)		YES	Notice of completion		NA

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
32B(2)(a)		YES	RE 611A		
32B(2)(b)		YES	Escrow instructions		
32B(2)(c)		YES	Evidence of lien insurance		
			Title company statement		
32B(2)(d)		YES	Alternative plan (set aside letter, letter of credit or other)		
			RE 611A		
33		YES	Completed RE 639, sample list or sample disclaimer		
◆ 34		YES	Subsidy/maintenance agreement and supporting documents		
◆ 35		YES	Contract(s) obligating H.O.A.		
◆ 36		YES	Sales program agreement with H.O.A.		
37A(1)	Always	Submit	RE 623		
37B		YES	Capital contribution		
◆ 38A		YES	RE 623(s); future phases		
◆ 38B		NO	Map of future phases		
38C(1)(a)/(b)		YES	Financial statement		
			Budget		
			Assessment delinquency statement		
			Reserve analysis		
39A	Always	Submit	* Escrow instructions		
◆ 40B		YES	Conveyance instrument		
41C		YES	Alternative plan		
◆ 42A(1)		No	* RE 648		
◆ 42A(2)		YES	* RE 616B		
			* RE 616C		

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
Part III Item Number	Your answer from Part III	Qualifying Answer	Document Required (If columns #2 and #3 match)	Document Submitted	Required for SCA
43B(1)		YES	Submit amended pages		
◆ 44A		YES	* Articles of incorporation		
◆ 44B		YES	* Articles of association		
◆ 45		YES	* Bylaws		
◆ 46		YES	* Existing CC&Rs		
◆ 47	Always	Submit	* Proposed CC&Rs		
48A		YES	Subordination		
48B		YES	Subordination		
49		YES	* Declaration of annexation		
51	Always	Submit	DUPLICATE BUDGET PACKAGE or RE 684A		
◆ 52		As Applicable	Authorization to sign		
			Agent's authorization		

DUPLICATE BUDGET PACKAGE INFORMATION (DBP)

The documents required in the DBP will vary depending on your project's set-up. In order to determine whether your DBP is complete, transcribe your answers from Part III to column #2 below. If your answer matches the preprinted qualifying answer in column #3, the DBP must include the documents shown in column #4.

When all the required documents are collected, submit them at one time in a separate folder as described in Part I, item XIV and as shown in Figure B.

All items required for DBP must be submitted at one time. If the DBP is not complete the entire folder will be returned.

If this is a subsequent phase filing (or a subsequent map filing) **and** if the budget for this phase was approved within the last eighteen months, **and** if there is absolutely no change in the offering, you may submit RE 684A in lieu of a DBP. See Instructions, Part I, item XIV.

① May be deleted from subsequent phase or subsequent map filings, as per Instructions, Part I, item XIV.

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
NA	Always	Submit	RE 681		
NA	Always	Submit	Address Labels – 5 for SRP and 5 for Subdivider		
30	Always	Submit	Vicinity Map		
27A	Always	Submit	Tentative map (including approval), map, waiver, or other evidence ①		
28		YES	Condominium Plan		
29	Always	Submit	Plot Plan		
NA	Always	Submit	Part III Questionnaire ①		
32B(2)(a)		YES	RE 611A		
37A	Always	Submit	RE 623		
38A		YES	RE 623(s); Future Phases		
38B		NO	Map of Future Phases		
38C(1)(a)/(b)		YES	Financial Statement		
			Budget		
			Assessment Delinquency Statement		
			Reserve Analysis		
31A	Always	Submit	Completed RE 624A(s)		
33		YES	Completed RE 639		
34		YES	Subsidy/Maintenance Agreement and Supporting Documents		
35		YES	Contract(s) Obligor H.O.A.		

<i>Column #1</i>	<i>Column #2</i>	<i>Column #3</i>	<i>Column #4</i>	<i>Column #5</i>	<i>Column #6</i>
Part III Item Number	Your answer from Part III	Qualifying Answer	Document Required (If columns #2 and #3 match)	Document Submitted	Required for SCA
45		YES	Bylaws ①		
47	Always	Submit	CC&Rs ①		
49		YES	Declaration of Annexation		
51			RE 684A Certification (Approved Budget)		